

**DEPARTMENT OF CULTURAL RESOURCES
FIRST FLIGHT CENTENNIAL COMMISSION**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

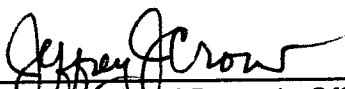
FIRST FLIGHT CENTENNIAL COMMISSION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.** The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Jeffery J. Crow, Chief Records Officer
Department of Cultural Resources



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF CULTURAL RESOURCES
FIRST FLIGHT CENTENNIAL COMMISSION**

Item 47387. Administrative File. Records in paper and electronic formats concerning the routine administration of the First Flight Centennial Commission. File includes but is not limited to: legislative reports, audits, general correspondence, scheduling information, and photographs of the staff.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47388. Commission File. Records in paper and electronic formats concerning the formation and operation of the First Flight Centennial Commission. File includes but is not limited to: appointment letters, endorsements, correspondence, minutes of the commission and its committees, annual reports, and policies and procedures.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47389. Media File. News stories related to the activities of the First Flight Centennial Commission.

DISPOSITION INSTRUCTIONS: Transfer records to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.)

Item 47390. Promotional Activities and Exhibits File. Records in paper and electronic formats concerning materials, including objects, related to the promotion of the First Flight Centennial Commission's activities including but not limited to: exhibitions at Chicago, Ottawa, Paris, various air shows, and NC State Fairs.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47391. Educational Materials File. Records in paper and electronic formats concerning educational initiatives undertaken by the First Flight Centennial Commission as well as more general educational materials concerning the development of powered flight. File includes but is not limited to: newsletters, educational initiatives, published material related to flight, videotapes, and public awareness notebooks.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47392. Centennial Event File. Records in paper and electronic formats concerning the celebration of the 101st anniversary of the first flight held on December 17, 2004, at the Wright Brothers National Memorial, Kill Devil Hills, North Carolina. File includes but is not limited to: a collection of digital and traditional photographs; maps of the event site; thank you letters; files from on-site exhibitors, an interpretive program, a volunteer program, and records related to a Presidential visit.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47393. Projects and Events File. Records in paper and electronic formats concerning various projects of the First Flight Centennial Commission. File includes but is not limited to projects concerning: the introduction of the NC quarter, Icarus International, Timberlake artwork, a ribbon cutting ceremony for the First Flight Centennial Pavilion, anniversary programs, and celebrations of flight in other cities.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47394. Centennial Partners File. Records in paper and electronic formats concerning partnerships between the First Flight Centennial Commission and other organizations. File includes but is not limited to: records developed through interaction with The First Flight Society, Inventing Flight—Ohio, US Centennial of Flight Commission, Civil Air Patrol, State of NC Travel and Tourism, and related organizations.

DISPOSITION INSTRUCTIONS: Transfer records in paper and electronic formats to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.)

Item 47395. Website (Electronic) File. Electronic records concerning the First Flight Centennial Commission's presence on the Internet.

DISPOSITION INSTRUCTIONS: Make one website snapshot immediately. If the website has been updated since the initial snapshot, make a second website snapshot before the website is removed from the Internet. Transfer website snapshot(s) and completed Website Description Form(s) to the State Records Center for immediate transfer to the custody of the Archives. (Records will be held at the Outer Banks History Center.) (Contact an Analyst at the Government Records Branch prior to transfer of electronic records.) Erase in office electronic records when administrative value ends and after website snapshots have been taken.